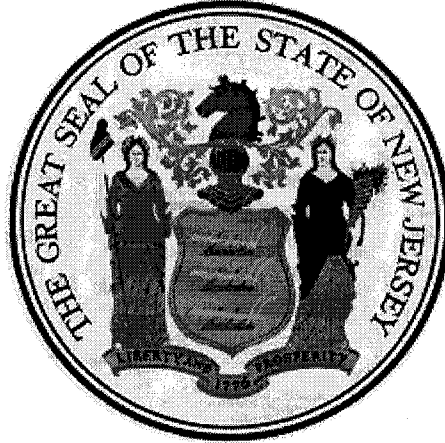


State of New Jersey



Local Insurance Commission Records Retention Schedule

M210000-001

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M210000	SCHEDULE NUMBER 001	PAGE NUMBER 1 OF 2
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DEPARTMENT

Local Insurance Commissions

DIVISION

AGENCY REPRESENTATIVE
TITLE Insurance Commissioner

BUREAU

(AREA CODE) TELEPHONE NUMBER (732) 602-6022

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>	DATE 8-19-99	SECRETARY OF STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	DATE 14 OCT 1999
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
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0001-0000

Notice of Claims

3 yrs

Destroy

0002-0000

Explanation of Claims/Benefits/Payments

6 yrs after final payment/settlement

Destroy

0003-0000

Lawsuits

20 yrs after conclusion

Destroy

0004-0000

Workers' Compensation/Accident Files (Originals maintained by Department of Labor, Workers' Compensation).

6 yrs after final settlement/payment

Destroy

0005-0000

Insurance Policies and Correspondence

6 yrs after expiration of policy

Destroy

0005-0001

Insurance Policies - Life, Health, Disability and Workers' Compensation

20 yrs after expiration of policy

Destroy

0005-0002

Insurance Policies - General Liability

20 yrs after expiration of policy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M210000	SCHEDULE NUMBER 001	PAGE NUMBER 2 OF 2
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0005-0003	Insurance Policies - Sample Policies Representing Issued Life, Health, Disability, Workers' Compensation and General Liability Policies.	Permanent	Permanent
0006-0000	Property Damage Claims/Tort Claims	7 yrs after final settlement	Destroy
0007-0000	Purchase Orders	6 yrs	Destroy
0008-0000	Correspondence - General	3 yrs	Destroy